

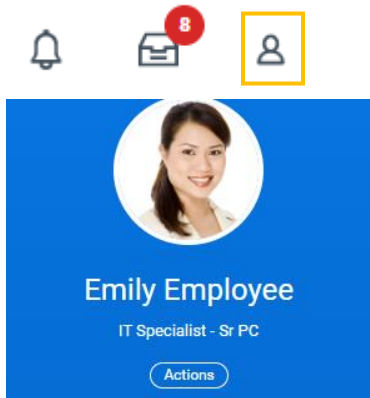
Submitting Resignation

USER GUIDE

INTRODUCTION

Workday provides an easy process to submit a resignation electronically. Important Note: if you are experiencing a job change such as a transfer, you do not need to resign from your previous position. Only submit a resignation if you are leaving Marathon County.

1. Click on Your Profile in the upper right. Under **View Profile**, click **Actions**.



2. Under **Job Change**, select **Resign**.



3. The notification date is unchangeable and is the date you are submitting your resignation. Change the **Proposed Termination Date** to your last day you will be working.

A **Primary Reason for resigning is required**. Click in the field to choose the most accurate reason. You can choose to select a Secondary Reason, but it is not required.

Notification Date: 10/11/2022

Notice Period: 0 Day(s)

Proposed Termination Date: 10/11/2022

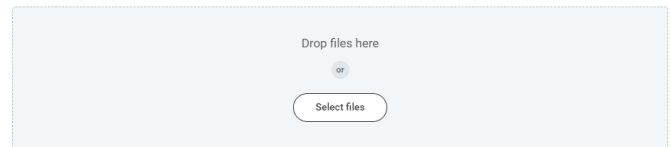
Primary Reason: *

Secondary Reasons:

enter your comment

4. You can submit a comment, that will go along with the resignation process, but it is not required.
5. It is recommended that you include a resignation letter. To do so, attach by dragging and dropping a file or clicking Select Files. The letter will be viewable by your manager.

Attachments



6. Once completed, hit **Submit**.
7. The resignation request will be submitted to your manager.
8. Once they have reviewed and accepted, it will go to the HR Partner for final acceptance.



Note: Refer to the Marathon County Termination Policy for PTO payout information.

FINAL STEPS FOR EMPLOYEE

1. In your Workday Inbox, you will receive a task of completing a **Termination Questionnaire**. We ask that you share your feedback on how we can improve Marathon County's work culture.
2. If you would like to personally meet with your department head, manager, or HR Partner please email erdstaff@co.marathon.wi.us